

# CRICH PARISH COUNCIL

Glebe Field Centre,  
Glebe Field Close,  
Crich  
Derbyshire  
DE4 5EU

E-mail: clerk@crich-pc.gov.uk

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30<sup>th</sup> March 2020

Dear Councillor

Due to Government restrictions that are in place relating to the Coronavirus outbreak, you are summoned to attend the Meeting of Crich Parish Council on Monday 6<sup>th</sup> April 2020 at 7.30pm via video conferencing.



Carolyn Jennings  
Clerk & RFO

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## AGENDA

### 1: ABSENCE

To note apologies for absence.  
Apologies: None

### 2: VARIATION OF ORDER OF BUSINESS

### 3: DECLARATION OF MEMBERS' INTERESTS

- a) To enable Members to declare the existence and nature of any Disclosable Pecuniary Interest they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.
- b) To receive and approve requests for dispensation from members on matters in which they have a Disclosable Pecuniary Interest.

**Personal Interests (not Pecuniary) declared:** None

### 4: PUBLIC SPEAKING

Unable to take place for this meeting due to current Government restrictions.

### 5: CHAIR'S ANNOUNCEMENTS

### 6: MINUTES

To approve the Minutes of the Parish Council Meeting held on Monday 2<sup>nd</sup> March 2020. Chair to sign at a later date.

**Appendix A**

### 7: PLANNING

#### a) Planning Authority applications

To agree responses to applications where required. Please note: suggested responses included in red, agreed by those Cllrs engaged in Planning

**Appendix B**

**b) Planning Appeal – Haytop Country Park**

Appeal letter and map from AVBC, attached

**Appendix C**  
(two documents)

E-mail from Whatstandwell & Alderwasley Community Action Group, attached

**Appendix D**

**c) Planning Appeal – Land at Kirkham Lane**

Appeal letter from AVBC, attached

**Appendix E**

**d) Tree Preservation Order**

Trees at Birchwood House, Moorwood Moor AVBC order and letter, attached

**Appendix F**  
(two documents)

**8: FINANCE**

**a) Payments**

To note the payments made

**b) Receipts**

To note the receipts received

**Appendix G**

**MATTERS FOR DECISION**

**9: CORONAVIRUS CONTINGENCY PLANNING**

On Government instruction the Parish Council Office has been closed and the Clerk is working remotely. Notices have been attached to the play and gym equipment saying they are closed and should not be used. Photographic evidence has been recorded to show that this action was taken. The public toilets have had to be closed, and a notice of closure/apology displayed, as cleaning services have been suspended; it is not possible to operate public toilets that have not been regularly sanitised. (*Photographs have been circulated to all Cllrs*).

Guidance from the National Association of Local Councils (NALC) and the Derbyshire Association of Councils (DALC) is being circulated to all Cllrs as issued, and continues to evolve. The Coronavirus Bill has passed through the House of Lords and includes provision for regulations allowing Parish Council meetings to be held without all, or any, participants being together in the same place.

NALC recommend Councils consider a scheme of delegation that is fit for current need and would ensure minimal disruption to the work of the Council. In order to mitigate any risk to the Council, it should consider if certain decisions could be delegated to the Clerk, in consultation with Council Chair and Vice Chair. Latest Guidance from NALC attached

**Appendix H**

Whilst the 2019/20 AGAR still has to be completed, PKF Littlejohn the External Auditor has advised "In light of the government's announcement on 23 March 2020 to introduce stringent lockdown measures in response to the coronavirus pandemic, our instructions for the completion of the 2019/20 AGAR will not be issued until such time as there is more clarity over the implications for smaller authorities." Information will be shared with Cllrs when received.

The majority of the Council's payments are currently made via cheque which requires the signatures of two Councillors.

A: Confirm the closure of the Parish Council office in-line with Government instruction.

B: Confirm the closure of the gym and play equipment in-line with Government instruction.

C: Confirm the closure of the public toilets, due to an inability to keep them sanitised and safe.

D: Confirm the postponement of Committee and Working Party Meetings, until advised otherwise by Government. (Internal and External Audits currently postponed).

E: Confirm the postponement of the Annual Parish Meeting, until advised otherwise by Government.

F: Confirm the payment of £300 to Crich Patient Participation Group to fund the Community Helpline.

G: Confirm full Council Meetings to be conducted via video conferencing. Clerk to issue the Agenda via e-mail. Council Chair to send invitation, chair and close meeting as normal.

H: Decisions: consider if certain decisions could be delegated to the Clerk, in consultation with Council Chair and Vice Chair, as recommended by NALC. Situation and need for swift decisions will become more vital as the Coronavirus spreads.  
The Clerk would keep a list of decisions made and why, to be reported to Council at monthly Council meeting. Current list attached

#### **Appendix I**

I: Payments: consider delegating payment of invoices to the Clerk via on-line banking. Current system of two Cllr signatories not practical, or workable. To be reported to Council at monthly Council meeting.

J: Planning applications and other related matters: consider delegating responses to Cllr Collison, Chair and appointed small group. The Clerk to submit responses once agreed and report to Council at monthly Council meeting.

K: Review critical functions or services and consider how these would continue in the case of staff absence. ( In exceptional circumstances a council meeting may proceed without an officer present, provided a Councillor takes and provides the minutes). Current list attached

#### **Appendix J**

L: Confirm consultations to be circulated as received, Chair to appoint Cllr lead as required to coordinate if a response required.

M: Confirm correspondence to be circulated as received.

### **10: AMBER VALLEY BOROUGH COUNCIL – ADVANCE NOTIFICATION FOR DRAFT STATEMENT OF COMMUNITY INVOLVEMENT**

Letter from AVBC, link to draft provided, comments to arrive no later than 4.30pm Tuesday 14<sup>th</sup> April 2020, attached

#### **Appendix K**

### **11: CORRESPONDENCE**

Following correspondence has been circulated to all Cllrs:

- Community Rail update
- DCC Community Response Unit newsletter
- Advice for Business : COVID- 19 (as at 27<sup>th</sup> March 2020)
- Citizens Advice – Coronavirus the impact in our community
- Minutes of Derwent Valley Line CRP Meeting and Rail Franchise Update
- Thank you - card from Whatstandwell and District WI
- Safer Amber Valley News Spring 2020
- DCC Business Emergency Relief Fund - Register Immediately. Advice for Business: COVID-19
- DCC COVID-19 Community Response Unit for Derbyshire
- 2019/20 AGAR - PKF Littlejohn instructions delayed pending clarity over coronavirus implications
- Services remain open to help the public - a message from Citizens Advice Derbyshire Districts
- NALC updates as released
- DALC updates as released

### **12: NEXT MEETING**

Crich Parish Council Meeting – Monday 11<sup>th</sup> May 2020 – 7.30pm  
Location/method to be discussed.